

## Study Group Policy and Expectations

Adapted from R. M. Felder and R. Brent, Effective Teaching, North Carolina State University, 2002

Your Study Group will have a number of responsibilities as it completes its assignments.

1. Designate group officers such as Coordinator, Recorder, Monitor and Checker for each assignment. For example:
  - a. The Coordinator keeps everyone on task and makes sure everyone is involved.
  - b. The Recorder prepares the final version of each assignment for submission to the instructor.
  - c. The Monitor checks to make sure everyone understands the assignment and how it was derived.
  - d. The Checker double-checks the assignment before it is turned in. The Checker then turns in the assignment (as directed by the Instructor) and places on the assignment the names of every Study Group member who participated actively in completing it.

Rotate these roles for each assignment.

2. Designate a Status Reporter for each week. What should be in the report? Well, at least the following:
  - a. What has your group completed in the past week?
  - b. Who has contributed to your group during the past week?
  - c. Any issues that I, the instructor, should be aware of?
  - d. If you have completed an assignment, where can I find the completed work?
  - e. Any other item you think I should know about.

Status Reports are due to me at the beginning of class on each Monday (or Tuesday if Monday is a holiday).

3. If a team member anticipates not being able to fulfill his/her roll, he/she will inform the Coordinator who will adjust the future schedule of rolls for fairness.

4. Agree on a day of the week before which each member should have completed his/her duties (e.g., readings, taking a first cut at completing an assignment...)
5. Review returned assignments. Make sure everyone understand why points were lost and how to correct errors.
6. Consult your Instructor if a conflict arises that cannot be worked-out by the Study Group.
7. If a Study Group member refuses to cooperate on an assignment, his/her name will not be included on the assignment. This person will not have the option of turning in his/her own assignment.
8. Individual grading for each assignment will be adjusted by the Instructor using Study Group member input. I will provide the input mechanism.
9. Graded assignments will include all SO414 labs and homeworks.

#### Sample Study Group Charter

### **Charter for Study Group #5 NSCI 170**

1. NAME: Study group #5 has adopted the name "Cyclones".
2. PURPOSE: Our study group was organized to encourage on-line participation among its members and to collaborate on and complete all assigned tasks on schedule as a team. Tasks will be completed by joint efforts and contributions will be made in accordance with the responsibilities defined for each position (see #4 and #5 below). On-line participation includes but is not limited to:

- \* Web tycho conference study group interaction
- \* Individual e-mail
- \* Home or business telephone calls (optional and only with the prior approval, by e-mail request and authorized reply from the individual to be contacted). Both e-mail and telephone information are extremely confidential and are not to be released to any third party.

#### 3. GROUP MEMBERS

- \* Jason White
- \* Charles S. Slaughter
- \* Rebecca Siegrist
- \* William Scott Seagrave
- \* Eric Charles Scurlock

\* Jamila Robinson

4. **WRITING ASSIGNMENT POSITION RESPONSIBILITIES:** As a team, we will rotate the responsibilities of the below listed positions. Once assigned, each individual will occupy that position for the duration of the assigned project. All team members will be responsible for contributing material to each project.

- \* Coordinator--keeps all members on task and involved in assignment at hand
- \* Recorder--prepares the final version of the assignment (through organization and condensing of material given by group members) for submission
- \* Monitor--checks the group for understanding of the assignment
- \* Checker--double checks the assignment and submits by due date

The rotation of assignments will commence with Writing Assignment 1. The assignment position roster is as follows:

Writing Assignment 1 (due July 7)

Monitor	Jason
Coordinator	Charles
Recorder	Rebecca
Checker	Scott

Writing Assignment 2 (due July 28)

Monitor	Eric
Coordinator	Jamila
Recorder	Jason
Checker	Charles

Writing Assignment 3 (due August 11)

Monitor	Rebecca
Coordinator	Scott
Recorder	Eric
Checker	Jamila

5. **WEEKLY STATUS REPORT ASSIGNMENTS:** A status report must be prepared and submitted to the instructor every week. The status report should include information such as weekly accomplishments, concerns, contributions and issues. In addition, if an assignment was submitted, the location of that assignment should be noted.

The class week runs from Monday through Sunday, so the report must be submitted by Sunday of each week to receive credit.

The team members responsible for submission of the status reports are as follows:

June 9 <sup>th</sup>	Scott
June 16 <sup>th</sup>	Jason
June 23 <sup>rd</sup>	Charles
June 30 <sup>th</sup>	Rebecca
July 7 <sup>th</sup>	Eric
July 14 <sup>th</sup>	Jamila
July 21 <sup>st</sup>	Scott
July 28 <sup>th</sup>	Jason
August 4 <sup>th</sup>	Charles
August 10 <sup>th</sup>	Rebecca
August 18 <sup>th</sup>	Eric

## 6. CHARTER BY-LAWS:

\* Each member is expected to complete all assigned tasks on schedule and if otherwise unable should contact the coordinator in a timely fashion so that adjustments can be made to modify the roles and responsibilities.

\* Each member is expected to be respectful of all other member's opinions and ideas.

\* All assignments should be submitted to the recorder by Wednesday before the due date. The recorder is then responsible for condensing and organizing the information and presenting a rough draft to the checker and other members of the group by Friday. The final version of the assignment should be presented to the professor by the due date.

\* In the event that an assignment is returned due to errors, the coordinator should ensure that everyone has been informed and understands why points were lost. The team as a whole should provide feedback and devise a strategy to overcome these deficiencies so that future errors of this nature will not be repeated.

\* In the event that a conflict arises and can not be worked out among the members of the study group, the instructor should be notified by e-mail by the status reporter for that week. The purpose of this action is to receive guidance and feedback from the instructor with the intent of resolving the specified issue.

\* If a study group member refuses to cooperate on an assignment, his/her name will not be included on the assignment in question. This person will NOT have the option of turning in his/her own assignment.

\* Each group member must be in agreement with the submission of extra credit work.

7. AGREEMENT: We, the member of the Cyclones, have read and acknowledged the contents of this Charter and are in agreement with it and will make every effort to uphold it.